

# Information Privacy and Security Council (IPSC) Meeting Minutes

May 19, 2010

Kalanimoku Building 1151 Punchbowl Street Comptroller's Conference Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street First Floor Wailuku, HI 96793	Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
--	---	---	---

MEMBERS / DESIGNEES PRESENT	
Member Name	Department
Saito, Russ K. – State Comptroller (Chair)	DAGS
Decasa, Meliton Jr.	Dept. of Education
Ito, Jodi (Designee)	University of Hawai'i
Keane, David	Dept. of Human Resources Development
Mau-Shimizu, Patricia	House (Senate Appointee)
Norman, Nyree (Designee)	County of Kauai'i
Stathis, Christopher - DDC Support Services	Judiciary
Tseu, Andrew	Dept. of Health
Tsuchiya, Burt	County of Hawai'i
Yong, Lim	Dept. of Human Services

MEMBERS ABSENT	
Member Name	Department
Au, Paul	City and County of Honolulu
Verkerke, Jacob	County of Maui

OTHER ATTENDEES	
Name , Title	Department
Crosby, Todd – Acting IPSC Executive Director	DAGS/ICSD

## I. Call to Order – Welcome

Russ Saito, Chair

The meeting was called to order at 13:12.

## II. Approval of previous meeting minutes

Russ Saito

Motion to approve the minutes was made by Jodi Ito and seconded by Lim Yong.  
There were no changes and the minutes were unanimously approved.

## III. Introduction of new council member

Russ Saito

Chair Saito introduced Christopher Stathis who will be taking the place of Susan Gochros Pang as the primary member representing the Judiciary.

#### IV. Reports from investigative committees

- **Executive Summary collection and report** Todd Crosby  
Todd Crosby reported that no new report information has been submitted since the last meeting.
  - **Distribution and collection of Agency PII annual reports and Summary Report to Legislature** Andrew Tseu  
Andrew Tseu reported that no new report information has been submitted since the last meeting.
  - **Collection of Agency Designees for Policy and Oversight for the Protection of Personal Information** Todd Crosby  
Todd Crosby reported that no new designees have been submitted since the last meeting.
  - **Investigation Of Best Practices, Automated Tools, and Training** Jodi Ito  
Jodi Ito reported that an introductory paragraph among other items has been added to the report and that the intent will be that this is a “living document” that will be in continuous update. The current version will be provided to the members before the next meeting for their review. A motion was made by Jodi Ito and seconded by Lim Yong that the Council votes to approve and publically post the document at the next meeting. The motion was passed unanimously.
  - **Breach Policy Guidelines & Personal Information Best Practices** David Keane  
David Keane reported that the Investigative Committee feels that the document is complete and ready for public posting. The current version will be provided to the members before the next meeting for their review. A motion was made by David Keane and seconded by Pat Mau-Shimizu that the Council votes to approve and publically post the document at the next meeting. The motion was passed unanimously.  
David Keane reported that the HR Privacy guideline document is still being worked on.
  - **Social Security Number Protection** Jodi Ito  
Since the last meeting, Jodi Ito and the Investigative Committee sent out some additional information to the members for their review. Jodi Ito suggests that the committee look at exiting redaction and how to provide a new and more appropriate definition as well as possibly adopting a unique employee identifier within the State government. Chair Saito noted that the Council may need to write legislation to deal with the proper and allowable uses of the SSN and that this task is within the scope of the committee. It was discussed that the committee will proceed with framing the issues and then present a possible method for implementation. By October, Chair Saito would like to have all of the issues framed to present within the legislative package. Jodi Ito will have milestones and issues for presentation at the next meeting.

V. **Discussion on the need for a best practice document for digital photocopier / multi-function devices**

Russ Saito

Chair Saito discussed that this issue needs the attention of the Council as to what the appropriate actions are when these types of systems are disposed of.

Mel Decasa discussed that he had previously met with Ricoh and Xerox with regards to this issue on behalf of the DOE. He found that the lessee needs to contact the vendor for instructions on how to clear the information stored in the device.

Todd Crosby stated that many newer devices have an auto-clear function and other numerous security features that can be enabled as well as a manual clear option, but many times the equipment provider will not enable these features or inform the customer by default.

Burt Tsuchiya noted that Hawai'i County has a degausser that is used on all drives on PCs and copiers before trickle down or disposal.

Todd Crosby stated that a simple degauss of a drive may not wipe data sufficiently and it may still be recovered by many of the sophisticated software tools and that some federal audit requirements state that physical destruction of the drive is the only acceptable means.

Chair Saito noted that the awareness is at the highest level within the State Cabinet and he recommends that an investigative committee be formed to develop owned and leased equipment policies, guidelines, and standards for inclusion in the October legislative packet.

An investigative committee was formed consisting of Mel Decasa [C], Andrew Tseu, David Keane, Christopher Stathis, and Todd Crosby,

VI. **Announcements**

Council

Chair Saito announced that Eric Knutzen has resigned from the Council.

VII. **Adjournment**

Russ Saito

A motion to adjourn was made by Chair Saito, so moved by Christopher Stathis and seconded by David Keane. With all in favor, the meeting was adjourned at 13:49.

Next meeting date is June 16, 2010 from 1:00 PM to 4:00 PM

Respectfully Submitted,

7/13/10

Date

Russ K. Saito

Russ K. Saito, Chairperson  
Information Privacy and Security Council